

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">3.3</p> <p>Date Filed</p> <p style="text-align: center;">June 3, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">September 20, 2005</p>
<p>References</p> <p>KRS 11A.040(9), 196.035, 196.230, 197.020 CPP 3.1</p>	<p>Subject</p> <p style="text-align: center;"><b>HOLDING OF SECOND JOBS BY CORRECTIONS' EMPLOYEES</b></p>	

I. AUTHORITY:

This policy is issued in accordance with KRS 196.035 and 197.020 which authorizes the Commissioner of the Department of Corrections (Corrections) to adopt, amend or rescind rules and regulations for the administration of Corrections.

II. PURPOSE:

To establish rules and regulations regarding Corrections employees rights, duties and responsibilities in requesting and obtaining a second job.

III. APPLICABILITY:

To all employees of Corrections.

IV. DEFINITIONS:

None

V. POLICY

- A. It shall be the policy of Corrections to permit an employee to hold a second job, so long as Corrections is able to: (a) provide a safe and secure environment for staff and inmates at the institutions; and (b) maintain adequate staffing to ensure that administrative functions shall not be impaired.
- B. This policy shall not be intended to unduly restrict or discourage an employee from operating a home based business or obtaining approval for outside employment so long as:
  - 1. the second job is not in direct conflict with the employee's current job;
  - 2. the second employer has not previously, is not currently, or is unlikely in the future, to be under contract with Corrections;
  - 3. the scheduled work hours for the second job do not conflict with the normal working hours of the position with Corrections; and

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4. the second job is in compliance with the Executive Branch Code of Ethics. Refer to KRS Chapter 11A.

## VI. PROCEDURES

### Requirements for outside employment

1. The following steps shall be taken by a Corrections employee who either currently holds a second job or is considering supplemental employment outside Corrections.
  - a. The employee shall provide written notification of this employment by submitting a Request for Approval of Outside Employment form (Attachment 1) and an Outside Employment Informational Sheet (Attachment 2) to his Personnel Administrator or District Manager. A copy shall be given to his immediate supervisor.
  - b. The employee shall:
    - (1) complete the forms, including a detailed explanation of the outside employment; and
    - (2) attach copies of:
      - (a) his most recent position action form; and
      - (b) his most recent position description.
2. The Personnel Administrator or District Manager and the employee's immediate supervisor shall meet with the employee to discuss the impact of the second job upon the needs of Corrections. If there is a perception or a question concerning a conflict of interest, or if there is an association between the outside employment and Corrections, the forms shall be forwarded to central office. In the absence of these issues, approval may be made at the institutional or district level.
3. Central office shall review the forms before forwarding them to the Executive Branch Ethics Commission for approval or disapproval.
4. The following may serve as cause for immediate dismissal:
  - a. an employee fails to notify Corrections of a second job;
  - b. the hours of the second job begin to interfere with or compromise the employee's ability to perform his job at Corrections; and
  - c. the employment is not voluntarily terminated.

**REQUEST FOR APPROVAL  
OUTSIDE EMPLOYMENT  
FROM THE EXECUTIVE BRANCH ETHICS COMMISSION**

I request approval of off duty employment with \_\_\_\_\_.  
(name of outside employer)

As a \_\_\_\_\_, I am not involved in the Department of  
(employee's job title)

Corrections decisions concerning \_\_\_\_\_. If the request is  
(name of outside employer)  
approved, I agree that if, in the future, I realize that I will be involved in such decisions, I will immediately notify  
\_\_\_\_\_ and the Executive Branch Ethics  
(appointing authority or designee)

Commission and take steps to avoid any conflict of interest.

I, \_\_\_\_\_, do solemnly swear that the statements  
made above are true.

\_\_\_\_\_  
(employee's signature)

COMMONWEALTH OF KENTUCKY  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

**DEPARTMENT OF CORRECTIONS  
OUTSIDE EMPLOYMENT INFORMATIONAL SHEET**

NAME OF EMPLOYEE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DIVISION: \_\_\_\_\_

FACILITY, BRANCH OR SECTIONS: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

NAME OF OUTSIDE EMPLOYER: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

DESCRIPTION OF CONTRACTS WITH EMPLOYEE'S STATE AGENCY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF REGULATORY RELATIONSHIP WITH EMPLOYEE'S STATE AGENCY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF OUTSIDE EMPLOYMENT (Including days and hours worked): \_\_\_\_

\_\_\_\_\_